POSITION ANNOUNCEMENT:  
Director of Development

THE WORK:

Since its inception, SPOON has engaged leading experts in the fields of pediatrics, nutrition, disability, feeding, orphan care, epidemiology, public health and child development. We are united across disciplines by a fierce commitment to mission, and to the vision of a world where all children are nourished so they can grow and thrive.

Child health programs do not reach the tens of millions of children living in orphanages and foster homes, nor children with disabilities who are so often kept isolated. SPOON exists to fill this gap.

SPOON has uncovered prevalence rates of malnutrition in orphanages as high as 93% in children ages 0-5 years. Such risks extend domestically to children in U.S. foster care and internationally to those with disabilities. Gone unaddressed, the risks to a child's health, cognitive development, and length and quality of life are profound.

SPOON has worked in 15 countries since 2007, using tools specifically designed to accommodate the unique nutrition and feeding needs of children impacted by disability and/or institutional care. Our tools have been field-tested with clear and compelling results, drastically reducing malnutrition and life-threatening feeding practices in orphanages, foster care and community settings.

Our work is pivotal to helping children thrive. The SPOON team consists of eleven dedicated, focused, and compassionate individuals. Our office, located in SE Portland's Produce Row, is bike-, kid-, and dog-friendly. The hard and serious work we do is made easier by a compassionate and inclusive culture, good conversation, and great coffee.

THE POSITION:

SPOON has a strong history of financial stability and reaching children in need. The Director of Development is a key team member focused on raising revenue and engaging donors. Currently, the development team raises $1.2 million including grants, special events and individual asks. With a strong program engagement, our new Director of Development will have time to focus on individual and special events moving our 500 dedicated donors from $450,000 of giving to over $500,000 as well as cultivating a new cohort of generous philanthropists in Portland, the Bay Area and beyond. Our database has been prepped, and our Founders are eager to make asks!
The Director of Development has responsibility for planning and executing our fundraising program to grow philanthropic support for SPOON. Primary responsibilities include establishing development goals and working with the Executive Director and the Board of Trustees to cultivate, solicit and steward a portfolio of individuals, corporations and foundations to meet the goals. This person will report to the Executive Director and supervise fundraising staff and working closely with the Director of Engagement. This team is changing lives.

ESSENTIAL JOB FUNCTIONS:

- Design and manage a comprehensive fundraising program with related budget in collaboration with the Executive Director and the Board of Trustees including individual giving, corporate and foundation support, direct mail, online fundraising, events and other initiatives.
- Manage individual giving, including prospecting, cultivation, solicitation, stewardship and recognition.
- Partner with the Director of Engagement, to oversee corporate giving, including identifying prospects, preparing proposals and submitting related reports.
- Supervise and provide oversight of other annual development tactics, including direct mail, online giving, events, and new initiatives.
- Oversee foundation grants with support from fundraising staff.
- Work to improve the financial return of existing initiatives, identify and implement new fundraising vehicles, and increase the profitability of fundraising activities.
- With the Director of Engagement, serve as staff co-liaison to the Development and Communications Committee of the Board of Directors
- Provide support and direction for others in their development activities including Executive Director, Board of Trustees, and administrative staff.
- Support Board members to encourage their own giving to the annual fund, special events, and other campaigns, as well as introductions to and solicitations from corporations and foundations.
- Serve as a member of the leadership team, providing input on short- and long-term strategy, management, policy, and operational plans.

MINIMUM QUALIFICATIONS:

- BS/BA in Business or other relevant field
- 3-5 years or more progressively responsible experience as a nonprofit fundraising professional
- 3-5 years proven management and leadership experience
- Excellent written and verbal communication and presentation skills
- Excellent relationship development skills
- Budget development and oversight capabilities
- Ability to create appropriate measurements to ensure productivity
- Knowledge of communications, marketing and branding
- Experience working with volunteer boards and teams to achieve objectives
- A strong commitment to the mission and goals of SPOON

TERM OF EMPLOYMENT:
This is an exempt, full-time position (0.8-1.0 FTE) with competitive salary. Some evening hours and travel expected. Benefits include health and dental coverage, long-term disability, 401k plan with employer match, bike/public transportation benefit, professional development opportunities and generous paid time off.

**Annual Salary: $70,000-$73,000 for 1.0 FTE; prorated for .8**

**COMMITMENT TO EQUITY DIVERSITY AND INCLUSION:**
SPOON is an Equal Opportunity Employer committed to equity, diversity, and inclusion. We strive to maintain a diverse workforce and welcome a diverse pool of qualified applicants. For each of its positions, SPOON seeks to hire staff with relevant experience, skills, and aptitude, and to be mindful of what best serves our organization and supports our mission.

**APPLICATION INFORMATION:**
NPN is happy to be connected with SPOON and their mission. This key position is vital to the growth of the organization. We encourage applicants to review the full job description at: [www.wvdo-or.hiringthing.com](http://www.wvdo-or.hiringthing.com) and to submit a cover letter, resume and screening question responses by March 1, 2020.